

CORTNEY PEACOCK

CAREER OBJECTIVE

Dynamic, career-oriented **marketing professional** with extensive experience in **graphic design, corporate collateral, corporate publication production**, and clerical, administrative, and **human resource management** seeks marketing and communications position with a growing and well-managed company. Highly organized with experience managing teams of employees, and **strong writing, editing and desktop publication** skills.

EXPERIENCE

Marketing and Publishing Supervisor – HealthTrust Software 2011-2012

- Create and publish corporate documents and web content
- Develop and implement web updates, web design, corporate collateral design (brochures, company literature, internal documents, etc.)
- Develop and coordinate internal employee communications methods
- Maintain company presence on job boards, international blog and forum communities, and in the community
- Responsible for all scheduling, organization, and communication of company events and meetings, both official and recreational

Currently seeking an opportunity in Houston due to family location and a general love of the city

Small Business Marketing and Web Presence Development – Partner, HighRANKers, 2008-2011

- Helped build and grow a boutique marketing firm focused on the Houston-area small business market.
- Responsible for all internal document creation
- Team management of outsourced employees (15-20 on average)
- Project management
- Web and graphic design
- Corporate collateral
- Public relations

HighRANKers grew from a 2-man operation with 2 small clients to a 20+-man operation with a graphic and web design and development team, SEO and SEM team, Sales and Management department and currently manages the marketing tasks of 25+ small business clients. When personal reasons required me to leave Houston, my role became increasingly difficult and I was obliged to surrender my involvement in the company. I continue to hold an unofficial consulting-partner position when my expertise is needed.

Social and Public Relations Manager for Houston Society Individual 2007- 2008

- Manage social calendar and public appearances
- Respond to invitations
- Schedule reservations and appointments
- Personal shopping
- Organization of events, and event hosting
- Public relations and press statements

This position ended upon the unexpected passing of the individual and the subsequent dissolution of the position.

Marketing and Web Development – Haute Soiree (Robert Shipman & Associates) 2007-2008

- Developed and implemented marketing strategy for this high-end events management and production firm.
- Web development
- Online presence management
- Print and social advertisement and marketing.

Held this position concurrently with above Social Manager Position; transferred account to HighRANKers in 2008

aMUSE entertainment: a live music booking agency- Owner **January 2005-2007**

- Created and built high-end live music scheduling for private and corporate events sector
- Website design, development and maintenance
- Graphic design (corporate collateral, brochures, print ads, etc.)
- Marketing and public relations
- Employee management (100+ contracted musicians)

aMUSE grossed 65K in its first year and grew to 80K by year 2. The first quarter of year three saw a dramatic and devastating decline as the Houston live music industry took its biggest hit when the economic climate first began to deteriorate and major cutbacks were made across the board—even in the private event industry.

Student/Performer **2003-2005**

*Jazz and theatrical private bookings
Completed degree work from Baylor University*

Court Coordinator 278th District Court, Walker County, Hon Ken Keeling **2002-2003**

Court Coordinator; managed court docket, all office duties, present in court for record keeping and personnel management, developed and implemented new software-based management of docket and official court schedule.

Positions held before 2002 upon request

EDUCATION

Degree	Baylor University	<i>BM Vocal Performance</i>	Waco, TX
2 years	Sam Houston State University	<i>Vocal Performance</i>	Huntsville, TX
1 year	Texas A&M University	<i>Animal Science</i>	College Station, TX

PROFICIENCIES

- Microsoft Office Suite
- Adobe Creative Suite
- Desktop publishing,
- Social Media and Marketing
- Database proficient, multiple systems
- Adapts to New software quickly and easily

SALARY HISTORY

2012	HealthTrust Software	\$30k
2011	High RANKers, <i>partner</i>	\$40k
2008	Social Manager, <i>private individual</i>	upon request
2008	Hostess, Haute Soiree	contract, \$100/hour
2007	Small business Owner, aMUSE entertainment, <i>Independently Contracted Performer</i>	\$35k
2002-03	Court Coordinator, 278 th District Court, Hon Ken Keeling	\$23k

REFERENCES

Robert Shipman Owner, Haute Soiree/Robert Shipman & Associates
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